

CLANDESTINE SERVICE SUPPORT OFFICERS' MEETING

NE Conference Room

29 July 1970

1. Present were:

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2. Items of interest at the DDP Staff Meeting:

a. Correspondence Addressed to DCI Mr. Karamessines instructed all component chiefs to be prompt in preparing replies or action papers in response to communications addressed to the DCI. If it appears that more than a short time will be required to respond fully to a communication, Mr. Karamessines wishes to be informed so that he may tell the Director of the communication and that an answer will be forthcoming at a stated time.

b. Dealing with Marginal Employees Mr. Karamessines emphasized that component chiefs are not to call upon members of the Support Staffs or other DDS colleagues in counselling CS careerists on improvements desired in work performance. He made a special point that the chief of the component or his deputy must be the one to convey to a failing officer a hard decision which adversely affects the officer's continuance in Agency service.

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c. TV Special on Soviet Underground Mr. Karamessines spoke of his high regard for a TV special on the Soviet underground which was shown last night. He and [] were impressed with the courage and sincerity of the three Soviets who were interviewed in detention camps. Mr. Karamessines said, they "told it like it is" and we are getting a print of the show for our use.

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d. ADDP Absence [] will be on holiday from this Friday until 11 August. There will be no Acting ADDP during this period.

3. Items of interest at the DDS Staff Meeting:

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a. Air Conditioning [] reported the nature of the air conditioning trouble we had earlier this week. He says that at about 1:30 in the afternoon on 27 July, the air conditioning unit located west

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of the building threw one of its eight blades and this caused other blades on that fan to break off. The violent shimmying action caused this cooling tower partially to collapse. The other three cooling towers were cut off since it was possible they too were damaged. All day Monday we circulated only the air in the building. The remaining three fans were X-rayed and by 1:30 p.m. on Tuesday all were back in operation. We will be operating on 75 percent of the cooling capacity for the next five to six days at which time it is expected the defective tower will have been replaced.

b. Survey of Vital Mechanical Services About five months ago the DDS took steps to negotiate a contract with an engineer consulting service to begin periodic surveys of our vital mechanical services. With the building and its equipment approaching 10 years of age, Mr. Bannerman felt this was a necessary step to provide for early detection of mechanical or other faults and thereby assure continued functioning of all mechanical, electrical and other facilities.

c. Retirement Pay Mr. Bush spoke on the problems of retirees receiving their first retired pay checks and their lump sum payments. He said that for the 73 retirees under the CIARDS from 1 January through 31 May, the Office of Finance had managed to deliver to them their first retirement check on the first of the month in which it was payable. He made the point that retirement checks are drawn after the month for which pay is due. Therefore, anyone retiring 31 July would receive his retired pay check for the month of August at the beginning of September. Mr. Bush also said that for employees both under CIARDS and the CSRS, Finance has been able to either include the lump sum leave payment in the last regular pay check or in the pay period following the last regular pay check. He said that the Civil Service Commission is working hard to shorten the present average three month delay in the beginning of pay checks for retirees under the CSRS and to avoid having a person without any income during that period, has started the practice of paying estimated annuities until the precise annuity can be computed.

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d. Other Retiree Benefits When retired several months ago he made three suggestions to Mr. Bannerman on which positive constructive action has been, or will be, taken.

(1) Credit Union - George suggested that retirees continue to have the Credit Union available to them and the Credit Union Committee has already changed the ground rules to permit retirees under either CSRS or CIARDS to continue to purchase shares and to receive dividends. Retirees may now borrow up to the amount of their share balance. Death insurance also is applied to retirees' loans.

(2) Federal Tax Withholding on Lump Sum Payment - On this point George suggested that for anyone retiring early in

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the tax year that the flat 20 percent federal tax withholding on his lump sum payment meant that the federal government has free use of the money withheld for at least a year and then must refund it in those cases where the retiree simply lived off his retirement income for at least the first year. Mr. Bush, after consulting with IRS, has now established a procedure where Finance will deduct federal tax on lump sum leave payments only at the rate that the retiree estimates he will have a tax obligation. As Mr. Bush pointed out this new procedure will be of most value to those persons retiring in the first two or three months of a tax year and that anyone retiring six months or more into the tax year should consider carefully whether to ask for less than the 20 percent deduction. Finance will provide IRS with a W-2 and any adjustment in tax obligation will be the responsibility of the retiree.

- (3) UBLIC - On this subject, George pointed out that a person retiring in his early 50's, for example, would suddenly lose the benefit of this very low cost term life insurance with the automatic reduction from whatever he was carrying to \$5,000. The Board of Directors of GEHA has assessed this problem with the underwriter and it is now planned about mid-1971 to permit a retiree to carry into retirement the full amount of his UBLIC insurance if he has held it for at least 10 years before retirement. For those between ages 50 and 60, it is planned to charge them only the regular premiums. For those age 60 and to age 65, there will be an additional premium which is yet to be calculated. After 65 the policy will drop to \$5,000 face value without the payment of any premiums.

e. DDS Spouses' Visit DDS will have its second Saturday of welcoming the spouses of DDS people to visit the building on 1 August. There will only be one group at 10:30 a.m. At this time only 380 reservations have been made and if any of you would prefer to join with your DDS associates this Saturday you would be welcome to do so on a space available basis. Please call Ed on x6535 if you and your spouse would like to attend.

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4. Other items of interest:

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a. Regularly Scheduled Overtime We have given each of you a copy of SSA memo to DDP dated 14 July 1970 in which DDP has delegated to authority to approve requests for regularly scheduled overtime. **AT OVERSEAS STATIONS AND BASES.**

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b. Retirees We have also given you copies of the last two weekly lists of anticipated separations from the Agency. These lists are prepared by the Office of Personnel and it is our plan to distribute them to you where retirements are included.

c. Routine Reporting on Area Support Activities When [] met with us on 1 July 1970, he asked to be furnished a list of routine reports you might be receiving on area support activities. Jack's interest, you will recall, is to be aware of sources of information which would be of historical value. He would make the lists available to those in the DDS who are writing the history of various overseas support activities. Please send Jack your list at 203 Key Building or call him on x2621 if you will have no list to report. 25X1A

d. Support Career Panel The career management panel for general support officers, especially for grades GS-14 and below, had its 100th meeting on 23 July 1970. Such a panel has been in existence for the past five years and now meets regularly every other Thursday. The panel is normally composed of six voting members, the C/CSPS, [] as an advisor, and an Executive Secretary who also serves as DDS Career Management Officer. As we mentioned earlier, [] will replace [] as DDS/CMO effective 1 August 1970.

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e. Deferment of Retirements [] pointed out that the Director of Personnel may approve deferment of retirement for up to 60 days. Memoranda requesting deferments for longer than 60 days must be addressed to the DCI. 25X1A

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